Requesting Letters of Recommendation in Naviance

To Access Naviance, go to <u>https://student.naviance.com/byramhills</u> or scan the following QR code:



Username:

- Full School Email:
- lastnamefirstinitialgradyear@byramhills.net
  - Example: John Doe, Class of 2020
  - o doej20@byramhills.net

Password:

- Your password is the password you chose when you registered.
- If you do not remember your password, you can click on the "forgot password" feature or you can see your school counselor to have it reset.

Once you are on the home page for Naviance, click on **COLLEGES** on the top right

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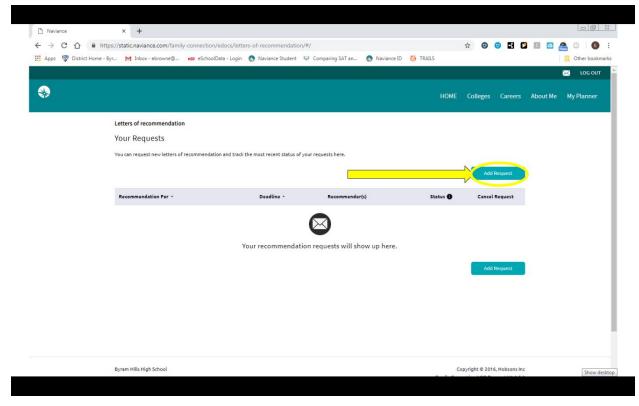
### Under APPLY TO COLLEGE

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welcome	My Favorites	Research Colleges	
		Apply to College	
The Byram Hills High School Counseling Department is pleased to offer the use of the Naviance website to assist families in the college selection process. The	COLLEGES I'm thinking about	Scholarships and Money	
information you will find is specific to Byram Hills High School and the post high			
school planning of our students. Statistics and other information should be utilized as general guidelines; all information is sensitive. Your password is for	COLLEGES		
your personal use only. The objective of sharing this information is to better	l'm applying to		
inform parents and students about college admissions standards, scholarships and other data relevant to the college admissions process. If you have any	CAREERS AND CLUSTERS		
	I'm thinking about		
Read more			
			-
Important To-Dos and Tasks	What's New		

# You will see a link for LETTERS OF RECOMMENDATION

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#### Select ADD REQUEST



From the dropdown, select your teacher from the pre-populated list:

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\*\*IMPORTANT\*\* <u>ALWAYS</u> select to choose specific colleges from your Colleges I'm Applying to List

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		Binghamton University - SUNY required / 1 allowed / 0 requested	Jan 15 2020					
		University of Michigan-Ann Arbor 1 required / 4 allowed / 0 requested	Feb 01 2020					
		University of Wisconsin-Madison 1 required / 2 allowed / 0 requested	Feb 01 2020					

Be sure to pay attention to the number of allowed letters as well as the required number of letters and meeting all requirements

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### Select SUBMIT REQUEST

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Once you submit successfully, you will see the green banner at the top of your screen indicating that your recommendations have been sent

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	Byram Hills High School			Сор	yright © 2016, Hobsons Inc	

If you submit a request in error, you can cancel the request by clicking the  $\underline{X}$  in the row for specific school(s) you wish to cancel

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## Confirm your request to cancel

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You will receive a green banner confirming the request cancellation

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	University of Michigan-Ann Arbor 1 required/ 4 allowed/ 0 requested	Feb 01 2020	David Hubbs	Cancelled	×	
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	University of Wisconsin-Madison 1 required/ 2 allowed/ 1 requested	Feb 01 2020	David Hubbs	Requested	×	
					Add Request	
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# Some important notes about requesting letters of recommendation:

- ★ After you have made your initial request for your letter(s) of recommendation you will REPEAT the process to request letter(s) from your second teacher
- ★ Each time you complete this process: you must select to choose specific colleges from your Colleges I'm Applying To list
  - This assures that you have selected the correct teacher for each school and that you are adhering to the proper number of allowed and required recommendations
- ★ If/when you choose to add more schools to your list of Colleges I'm Applying To - you <u>must</u> remember to request the necessary letters of recommendation for the additional school(s)

# Important notes about cancellations

- ★ Any request made in error requires an *immediate* cancellation
- ★ If a request is not cancelled in a timely manner it may result in the letter being sent
  - Once requests are fulfilled (letters are submitted) they cannot be retracted/replaced